

## **Request for Proposals Pet Waste Outreach Projects**

The New Hampshire Department of Environmental Services (DES) requests proposals from qualified applicants to conduct education and outreach projects for the purpose of protecting waterways from dog waste pollution. DES recently developed a how-to manual for pet waste management programs called *The Inside Scoop: How to Conduct a Pet Waste Outreach Campaign*. Municipalities and organizations in the New Hampshire coastal watershed that are interested in planning outreach activities to address pet waste are encouraged to apply for costs-share funds by March 30, 2007. The funds are available from the Environmental Protection Agency (EPA) Nonpoint Source Pollution Program and grant agreements will be administered by DES.

Projects must be completed by August 31, 2008 (no extensions will be granted). Applicants are encouraged to incorporate the guidance in the manual when developing and implementing their projects. A copy of the manual is available on the DES website at: <http://www.des.nh.gov/coastal/scoopthepoop.htm> Applicants will identify one or more neighborhoods for outreach and education activities. All projects will include, among the other proposed tasks, storm drain stenciling/markings by volunteers and/or students and associated training and education in the chosen neighborhood(s). If stenciling or marking of storm drains has already been completed in the selected neighborhoods, the applicant will provide specific information about the previously completed project (see below).

All projects regardless of scope will be accepted for funding consideration. Please refer to the manual for a description of “Fast Track” and “Comprehensive Track” projects.

### **Background**

Bacterial source tracing studies in the coastal New Hampshire watershed found a significant percentage of the bacteria found in the water that could be matched to host animals were matched with dogs. This bacteria can pose health risks to humans and result in the spread of disease. The EPA estimates for watersheds of up to 22 square miles draining to small coastal bays, two to three days of droppings from a population of about 100 dogs would contribute enough bacteria and nutrients to temporarily close a bay to swimming and shellfish harvesting.

### **Qualified Applicants**

Municipalities, regional planning commissions, nonprofit organizations, county conservation districts, state agencies, and watershed associations in the New Hampshire coastal watershed (see attached map). Partnerships between qualified applicants and other groups such as condominium or neighborhood associations are also eligible.

### **Available funds**

A total of \$50,000 is available for projects. A minimum 40 percent cost-share of the total project cost is required. To calculate the required match, multiply your request for grant



funds by 0.676 (Requested funds X 0.676 = match requirement). Volunteer match time may be assigned an hourly value of \$18.04.

### **Proposal Elements**

Please include the following elements in your proposal.

1. Project title and primary contact person and information.
2. Qualifications of Applicant: Provide information about similar past projects and other relevant qualifications.
3. Project Scope: Describe in narrative form how the project tasks will be accomplished.
  - 3A. Municipality or organization name
  - 3B. Neighborhood(s) name(s)
  - 3C. Project elements (include project goals, objectives, tasks, project partners)
  - 3D. Map showing project location and nearby waterbody identified.
  - 3E. Mandatory evaluation information to fulfill storm drain stenciling requirement. If the project involves storm drain stenciling or marking, the following data must be provided at the close of the project. An explanation of how the following information will be collected must be provided in the proposal: (1) estimated # of homes in the neighborhood, (2) # of storm drains, and (3) estimated number of households with dogs. If stenciling has already been completed in the selected neighborhood(s), this information must be provided in the proposal.
  - 3F. Other evaluation tools: Describe how you will evaluate your outreach efforts. Examples of pre- and post project evaluation tools are provided in Steps 1 and 6 of the manual.
4. Budget: Include cost per task and budget details such as costs for staff, materials, match, etc. (Please note that one progress report and a final project report will be required.)
5. Project Timeline: Include a detailed project timeline that shows when major project deliverables will be met.

### **Project Timeline**

- Proposals due: March 30, 2007
- Applicant notified: April 10, 2007
- Project start: June or July, 2007 (Dependent on Governor and Executive Council approval)
- Project end: August 2008

### **Proposal Selection Criteria**

1. Qualification of Applicant

2. Quality of proposal
3. Goal and objectives
4. Reasonableness of tasks and timeline
5. Project costs

**Application Process**

Proposals must include all five proposal elements (see above). Please submit either three hard copies or a word or PDF file through US mail or e-mail.

**Proposals must be received no later than 4:00 p.m. on March 30, 2007.**

**Submit proposals to:**

**Sally Soule**  
**NHDES – NH Coastal Program**  
**50 International Drive, Suite 200**  
**Portsmouth, NH 03801**

Or e-mail: [ssoule@des.state.nh.us](mailto:ssoule@des.state.nh.us)

**Pet Waste Outreach Project Design Workshop**

All interested applicants are **strongly encouraged** to attend a workshop on how to use the new guide to develop an outreach campaign and how to prepare a project proposal. The workshop will be held **February 15, 2007**, 4:30 p.m., at the DES offices in Portsmouth.

**Questions and Workshop Registration**

Please contact Sally Soule, [ssoule@des.state.nh.us](mailto:ssoule@des.state.nh.us), (603) 559-0032.

*NH Coastal Program  
Request for Proposals: Water Resources Planning Services*

